

# **GUIDELINES**

## **POINT OF CARE EXEMPTION PACKETS**

*FOR ALL OTHER ANATOMIC OR CLINICAL LABORATORY TESTS THAT ARE NOT ON THE WAIVED TEST LIST THE FOLLOWING PROCEDURES MUST BE FOLLOWED:*

Rule 1200-6-3-.16, Rules for Medical Laboratories, Alternate Site Testing is specific regarding alternate site laboratory testing for non medical laboratory licensed personnel.

**ALL** point of care testing procedures that are not waived by the Tennessee Medical Laboratory Board **MUST** be approved by board member review during a quarterly board meeting.

## **BOARD PRESENTATION PACKET (MINIMUM)**

1. Title Page.
2. Statement of medical need for performance outside a laboratory setting.
3. A signature sheet that includes the following information:
  - a) the legible signature of the current medical laboratory director and
  - b) the legible signature(s) of all personnel who share the authority & responsibility for implementing and maintaining the alternate site procedure(s).
4. A complete procedure written in substantial compliance with NCCLS protocol.
5. Analyte & Methodology
  - A correlation summary for:
    - a) any new methodology and
    - b) any change in current methodology.
6. Quality Assurance Protocol(s).
7. Maintenance of records of testing procedures.
8. Protocols for performance & improvement (competency).

**THE ORIGINAL REQUEST WITH ORIGINAL SIGNATURES MUST BE THE FIRST ITEM IN THE REQUEST PACKET; TWENTY-FOUR (24) ADDITIONAL COPIES MUST ACCOMPANY THE ORIGINAL REQUEST.**

*Incomplete packets may delay the review by the board and may result in the request being deferred to the next scheduled board meeting.*

**THIS INFORMATION MUST BE IN THE BOARD'S PROGRAM AREA, CORDELL HULL BUILDING NO LATER THAN THE END OF THE BUSINESS DAY (MONDAY-FRIDAY 4:30 PM CST)-THIRTY (30) DAYS PRIOR TO THE SCHEDULED BOARD MEETING.**

**ALL QUARTERLY BOARD MEETING DATES ARE POSTED ON THE WEB SITE.**

**SHOULD YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE OFFICE TOLL FREE 1-800-778-4123 EXT. 2-1945.**

07/09/04 revised